

## Uniform Standards and Procedures (USP) Terminology

The following terms represent the types of written documents promulgated by DSA HQ for use in the structural plan & field review of public schools and essential services buildings. The definitions are intended to clarify the purpose of each document. These terms and definitions are currently being reviewed for adoption by DSA's accessibility and fire & life-safety plan review programs.

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### Standards and Procedures Documents

**Building Regulation** – Legally enforceable administrative, design, construction, or testing & inspection requirement contained within the California Building Standards Code (Title 24, Parts 1 - 12). Regulations define minimum requirements necessary to achieve code objectives (e.g. life-safety). All administrative and building regulations are contained within Title 24, Parts 1 through 12.

**Building Standard** - Formally established requirements for construction material quality, test procedure, or construction material installation. Published standards that are recognized (referenced) in the building code are considered to be part of the code (e.g. UBC. Volume 3, Part 12 of Title 24, ASTM Standards, etc.).

**Acceptance Criteria** - Defines the requirements and/or conditions of use for specific types of structural materials, building components, or structural assemblies used in projects under DSA's purview. Requirements are based on code provisions, applicable standards, and DSA policy.

**Product Acceptance Report** - A report indicating DSA's formal review and acceptance of a manufacturer's product for use in projects that are subject to DSA review and approval. DSA's acceptance criteria define the basis for acceptance. Product Acceptance listings are limited to specific categories of structural product types, as established by DSA.

**DSA Policy** - A formally established set of governing statements based on law and code objectives, addressing any aspect of DSA's plan & construction review program that is not clearly addressed by code. Policy also may specify administrative or technical requirements that are not yet addressed within Title 24, but are deemed important and necessary to fulfill code objectives in advance of adoption into the code.

**DSA Interpretation of Regulations (IR)** - A formally established guideline that clarifies the intent of one or more code provisions for application to public school design and construction. IRs may prescribe a readily acceptable means of compliance with a code provision. IRs are intended to promote consistency in the application and enforcement of code requirements. DSA has statutory authority and responsibility per Education Code Sec. 17308 to establish Interpretations of Regulations.

## **New Documents Proposed for Use in the Implementation of the USP Initiative**

**DSA Procedure** - A process or series of steps that DSA staff and/or external stakeholders must complete in order to fulfill one or more administrative requirements of DSA's plan & construction review program.

**Circular** - Clarifies a specific technical or administrative provision within Title 24 for application to projects under DSA purview, and may indicate a readily acceptable means of compliance. A circular may initiate the development of an Interpretation of Regulation (IR), Policy, or a code change proposal.

A circular can also serve as a "commentary" document, providing relevant information for any of DSA's code amendments. Relevant information may include suggestions for carrying out the requirements and intent of the code, the historical background of a code provision, and references to research tests and data.

The primary differences between a Circular and an IR include:

- circulars are generally brief and address simple issues (i.e. code errata).
- circulars can be informally and readily developed and issued through the USP process.
- circulars can be easily modified, updated or repealed.

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## **Communications Documents Issued by DSA-HQ**

**Bulletin** - Notification by DSA regarding any issue intended to be directed to a broad group of external stakeholders as well as DSA staff. Bulletins are generally used to provide notification of a specific concern arising from an event or previously unknown condition, and pertaining to building code requirements.

**Memorandum** - Notification directed to DSA staff only, and typically addressing issues that do not prescribe or require an action by any external stakeholder.